

HOW TO: Batch Rename & Create a Contact Sheet

Batch Rename:

using the Bridge

menu - Batch Rename

1) click move to new folder

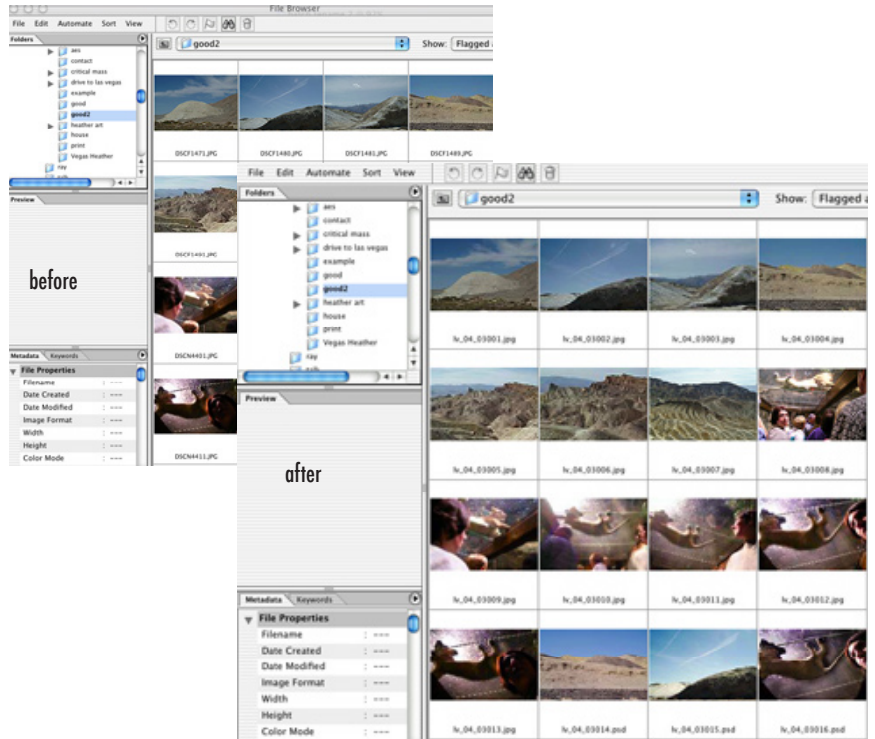
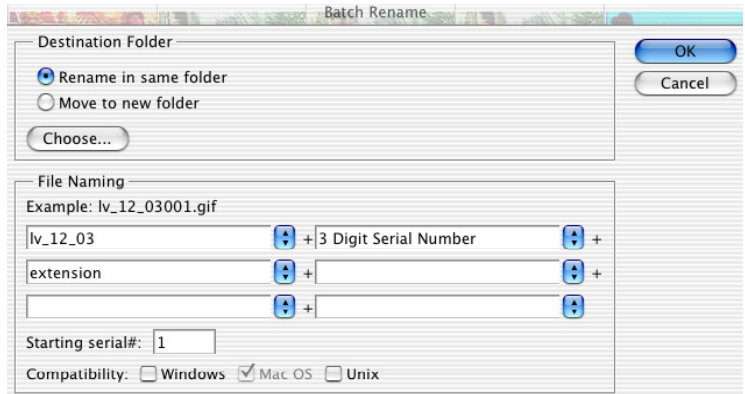
2) choose (the folder you want to place the renamed images)

3) type new name in file naming box (ex: my party)

4) + 3 digit serial number (auto numbering)

5) + extension (.psd) Photoshop knows what the extension will be, you do not need to type it in.

6) click OK. In a few seconds your images will be in a new folder with new names.



Creating a contact sheet:

I do this after I batch rename my files. I store the contact sheet with the CD.

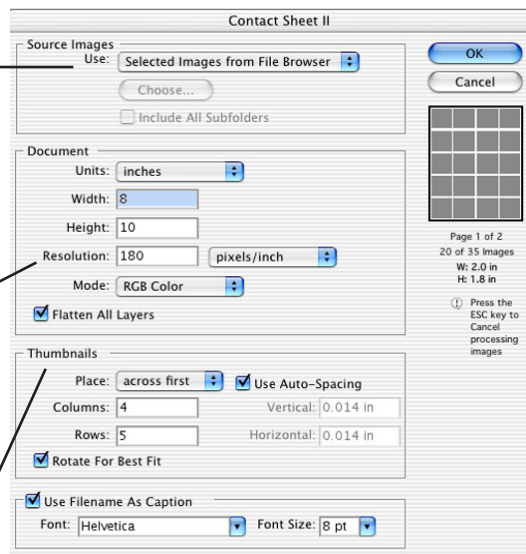
Menu: Tools - Photoshop - Contact Sheet II

- Choose the folder you want to make a contact sheet of.

If the folder has more images than the page you set in the contact sheet setup, you will have multiple pages from the one folder.

- I like a resolution of 180 for printing my contact sheet. You may want to try a lower resolution. They will print faster and use less ink, but be a little blurry

- You can change the thumbnail settings - more rows and columns will create smaller images on your contact sheet.



After you have set all of your selections click OK and Photoshop will automate a contact sheet for you

Advanced Tip:

Make the contact sheet background black (don't flatten the layers)

1) Once the contact sheet is generated, press D on the keyboard to set black as the foreground color. (You could, of course, use any color.) In the Layers palette, click on the layer "Background" to make it the active layer. Press Option-Delete (Mac) or Alt-Backspace (Windows) to fill the layer with black.

2) If you added the file name as a caption, it's now invisible. In the Layers palette, click on any type layer to make it the active layer. Link all the other type layers to the active layer. While keeping the Shift key depressed, change the type color in the Character palette to white (or any other light color). Using the Shift key enables you to convert all the linked type layers at the same time. You can now flatten the contact sheet, if desired.